

50912-01
50730-01
APPLICATION FOR RECORDS RETENTION SCHEDULE**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION**

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE		
Application Date	1. Agency Address <u>Dept. Public Safety</u> Ga. Peace Officer Standards & Training Council - Training Standards Division 4301 Memorial Drive, Suite I Decatur, GA 30032	Application Number	<u>84-87</u>	
Application Number		Date Received <u>JUL 30 1984</u>		Date Completed <u>OCT 29 1984</u>
2. Person to Contact David A. Morris		Working Title Director, Training Standards Division		Telephone Number 296-4001
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 1975 To date		5. Records Series Title (followed by title used in office, if different) Ga. Peace Officers' Academy Basic Course Completion Records		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The main responsibility of the Training Standards Division, under the authority of the Training Standards Division Director, is to perform functions related to the development, evaluation, and management of peace officer training. Major responsibilities include curricula development, modification, quality control, and maintenance of academy course completion records to include student and instructor rosters, schedules, and examinations. Processing of school and school director certification; development and coordination of instructor training; serve as primary staff contact for academy personnel.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Training records of basic courses conducted by POST certified academies. Included are: Class schedules, class roster/grades, copies of written examinations and listing of instructors by topic. File is arranged: Alphabetically by academy name with courses in chronological order for the fiscal year.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>often</u> ; Seven to twelve months old <u>often</u> ; Thirteen to twenty-four months old <u>seldom</u> ; twenty-five months and older <u>seldom?</u>				
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1.5</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. O.C.G.A. 35-8-15
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? grades duplicated in employing law enforcement unit and in Peace Officer Certification Case Files
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 60 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Lifetime of peace officer, who is subject to respond to litigation regarding his/her training attendance or performance and/or to identify his/her instructors. Corresponding Peace Officer Certification Case Files are currently being maintained 60 years.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 58 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Daniel R. Carter</i>	2/16/84	<i>Lee Wilson CRM</i>	7/20/84
84-87		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	10/15/84
		Secretary of State/Designee	10/4/84
		Attorney General/Designee	8/15/84